Planned Shut-Down Date: __________________________

For regular maintenance work where the exhaust system is stacked on the roof and system is intact.

Fume Hood needs to be shut-down by Time: _____ am/pm for Shut-down Safety Inspection

☐ all extremely hazardous chemicals, compressed gas and/or lecture bottles must be REMOVED from fume hood

The following items may remain in the Fume Hood:

☐ all chemical bottles/containers TIGHTLY capped/closed (i.e. no open chemical containers)

☐ all equipment inside the hood is shut-down (i.e. stir plates unplugged, pumps off etc.)

☐ all stills shut-down (i.e. not heated, kept under inert gas)

☐ all glass manifolds left in place with all glass traps emptied

☐ all mercury bubblers capped/sealed

☐ all drying tubes containing drying compounds capped/sealed

Additional general procedures:

☐ all vacuum pumps for glove boxes in the adjacent area require hosing to be vented out nearest window

☐ shut-down all heat sources

☐ Contact Radiation Protection Office at 604-822-7072. Monitor the fume hood for radioactive decontamination where radioisotopes have been used and decontaminate if necessary

☐ ensure that no other equipment or apparatus is vents into the fume hood during shut-down; ensure all tubing that would obstruct lowering the sash for lock-out is removed

☐ lower the sash of fume hood and attach the completed form to the sash of the fume hood

☐ advise all personnel in the area of the planned work and the shut-down

I have prepared this fume hood for REPAIR/MAINTENANCE as per the instructions given above.

Signature of Fume Hood User: __________________________  Date: __________________________

CAUTION!!!

DO NOT REMOVE THIS TAG OR USE THIS FUME HOOD UNLESS SIGNED OFF BY THE TRADESPERSON

I have completed the REPAIR/MAINTENANCE and this fume hood may now be used.

Signature of Tradesperson: __________________________  Date: __________________________

Updated: January 2021